



Highland Park PTA Deposit Request Form

If you are turning in funds to be deposited to the PTA bank account, please submit this form along with the cash/checks/credit card receipts to the Treasurer. The form should be signed by two people who counted the money together. If you have any questions, please reach out to a PTA board member or email hpepta@gmail.com.

Date Submitted:		Submitted By:	
Committee:		Event:	
Contact Phone/Email:			
Amount to be Deposited:	Cash	\$	
	Checks	\$	
	Credit Card Charges	\$	
	CC Stripe Fee	\$	
	Total	\$	

Verification

Must be signed by **both** chairperson and committee member, or PTA president if a member is unavailable.

The undersigned certify that these funds were received properly and accounted for:

Signature:		Date Signed:	
Signature:		Date Signed:	

Treasurer Use Only

Amount Received:		Date Received:	
		Date Deposited:	
Treasurer's Signature:			
Budget Account Credited To:			

Please contact the PTA Treasurer with any questions at hpepta@gmail.com.